

ACCESSORY APARTMENT APPLICATION

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4682

Site Identification:

Address: _____

Property Identification: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Interest in property: _____
(see filing requirement #2)

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved.
3. Scale plans indicating existing and proposed floor plans *and* access to both the principal unit and the accessory unit *and* building elevations if an addition to the home is proposed. Plans must include square footage calculations for the existing home and proposed accessory apartment.
4. Site plan drawn to scale showing site dimensions, the location and use of any existing structures on, the proposed use, landscaping, screening, signs, parking spaces and drives.
5. **Five** folded and collated copies shall be submitted of the plan sheets, on 11"x17" half-scale prints for use by the City Staff. **One** 8 1/2"x11" reproducible print shall be submitted for each required sketch, drawing, or plan.
6. Filing fee of \$75.00, make checks payable to the City of Shoreview. **Filing fee is non-refundable.**
7. Recording fee of \$46.00, make check payable to Ramsey County. This check will be returned if application is not approved.

CRITERIA FOR REVIEW

The City Planner shall review the completed application in consultation with the Building Inspector and Fire Chief, and shall determine whether the application complies with the regulations of the Development Ordinance and meets the standards in Section 207.010 as follows:

1. The accessory apartment shall be clearly a subordinate part of the single-family dwelling. In no case shall it be more than thirty (30) percent of the building's total floor area nor greater than eight hundred (800) square feet nor have more than two (2) bedrooms.
2. The principal unit shall have at least 850 square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least 500 square feet of living space. Living space square footage for the accessory apartment shall be exclusive of utility rooms, common hallways, entryways or garages. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
3. No front entrances shall be added to the house as a result of the accessory apartment permit.
4. The house must be owner-occupied.
5. A minimum of three off-street parking spaces must be provided, two of which must be enclosed.
6. The accessory apartment and principal unit must meet the applicable standards and requirements of the Shoreview's Development Code, Building Code, Ramsey County Health Codes and Fire Codes.
7. The building and property shall remain in single ownership and title and shall only have one mailing address.
8. Only one accessory apartment permit may be issued per detached single family home.

REVIEW PROCEDURE

Administrative Review. The City Manager shall review the application for compliance with the regulations of the Development Ordinance after receipt of a complete application that contains all required submittal information.

1. Notice. The City Manager shall provide written notification to property owners in accordance with the requirements of Section 203. Failure to give a mailed notice or defects in the notice shall not invalidate the review process provided that a bona fide attempt has been made to contact the property owners.
2. Issuance and Conditions. If the City Manager determines that the use is in compliance with the conditions contained in Section 203, then the City Manager shall approve or deny the application. Conditions required by the Development Ordinance shall be applied to the approval. The application may be denied if the City Manager finds that the request proposed does not conform to the Development Ordinance.
3. Decision and Appeal. Decisions of the City Manager shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020(F), Appeals of Administrative Decisions.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize the scheduling of your request for review. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit an application. In so doing, you may address items that might be of later concern.
4. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.

SAMPLE

ACCESSORY APARTMENT PERMIT

An accessory apartment permit is hereby approved for the property located at _____ based on the application and supporting information submitted by _____ on _____.

It is understood that the following standards shall be met:

1. The accessory apartment shall be clearly a subordinate part of the single-family dwelling. In no case shall it be more than thirty (30) percent of the building's total floor area nor greater than eight hundred (800) square feet nor have more than two (2) bedrooms.
2. The principal unit shall have at least 850 square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least 500 square feet of living space. Living space square footage for the accessory apartment shall be exclusive of utility rooms, common hallways, entryways or garages. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
3. No front entrances shall be added to the house as a result of the accessory apartment permit.
4. The house must be owner-occupied.
5. A minimum of three off-street parking spaces must be provided, two of which must be enclosed.
6. The accessory apartment and principal unit must meet the applicable standards and requirements of the Shoreview's Development Code, Building Code, Ramsey County Health Codes and Fire Codes.
7. The building and property shall remain in single ownership and title and shall only have one mailing address.
8. Only one accessory apartment permit may be issued per detached single family home.

Approval of the permit is subject to the following conditions:

Conditions of approval are listed.

The City does require the owner to place restrictive covenants recorded with the property controlling the accessory apartment. Said covenants must be approved by the City Attorney. This permit shall be terminated if the above referenced standards are not adhered to. Upon the sale of the property, the buyer must renew the permit.

Permit approved this _____ day of _____, 2002.

By _____, City Planner

I agree to meet the conditions and standards under which this permit was granted.

_____, Property Owner.

T:/applications/planning/acssapt